

Neighborhood Conservation Overlay District

Step 1



Three property owners submit a petition to City Council to study their neighborhood

Step 2



City staff reviews petition and forwards to City Council (3 weeks)

Step 3



City staff begins neighborhood built environment characteristics study (4-10 weeks)

Step 4



After study, letters are mailed announcing the neighborhood meeting (2-3 weeks)

Step 5



Neighborhood meeting and presentation of data

Step 6



Study results are presented to City Council

Step 7



City Council could accept study results and authorize a text change for public hearing

Step 8



A public hearing is held before City Council and the Planning Commission

Step 9



A public meeting is held before the Planning Commission*

Step 10



A public meeting is held before City Council*

Step 11



The text change is adopted in the Zoning Code

You're not done yet - once the text has been adopted in the Code, you need to petition for a map amendment

Step 12



After text change, >50% of the property owners in the study area can submit map amendment

Step 13



A public hearing is held before City Council and the Planning Commission

Step 14



A public meeting is held before the Planning Commission*

Step 15



A public meeting is held before City Council*

If City Council adopts the map amendment, you have successfully created an NCOD

* The Planning Commission and/or the City Council may refer the request to a sub-committee
See back for detailed information on process

The Neighborhood Conservation Overlay District

A Neighborhood Conservation Overlay District begins with a petition of City Council to have Planning staff perform a neighborhood built environmental characteristics study. The petitioners choose what elements are unique to their neighborhood, and are worth preserving. The NCOD is a zoning district overlay that will preserve certain characteristics that make the neighborhood unique. Obtaining an NCOD is a three step process. It begins with a study of the neighborhood, proceeds to a text change where the results are codified and ends with a request for a map amendment (rezoning).

Area Requirements

An NCOD must be:

- at least 15 acres in size
- at least 25 years old
- at least 75% developed
- possess unifying, distinctive elements

Neighborhood Study

At least three property owners submit a petition of City Council for Planning staff to perform a neighborhood built environment characteristics study. Staff reviews petition for completeness and refers back to City Council. City Council could then direct staff to undergo study. Based on information in the petition, staff begins study of neighborhood.

Neighborhood Characteristics

Choose one or more of the following distinctive neighborhood elements:

- *setback (front, side and/or rear)
- *height
- *lot size
- *lot width
- *density per acre
- distance between structures
- driveway/parking location/material
- entrance location
- street design
- greenway width/material

** can be either minimum or maximum setback; height & setback could relate to primary or accessory structures*

Text Change

Upon completion of staff's study, a neighborhood meeting is held to discuss the study and present the findings. The study findings are presented to City Council. City Council can authorize a text change to codify the information in the study. The text change process follows the public hearing process.

Map Amendment

After the text change has been approved, a map amendment (rezoning) must occur. An application must be submitted by **more than 50%** of the property owners in the study area. The map amendment would be heard at a public hearing by the City Council and Planning Commission. A separate Planning Commission meeting and City Council meeting would occur thereafter. Both the Planning Commission and City Council may refer the map amendment to a sub-committee. If Council approves the map amendment, the regulations are enacted.

Submittal Items

To begin the NCOD process, a petitioner must submit:

A completed petition of City Council which identifies the unique elements of the neighborhood and a map of the study area which illustrates the boundary of the study area.

Contact

For more details regarding the NCOD process, contact the Planning Department at 919.516.2626 or visit www.raleighnc.gov

